## C - PROCEDURE SUMMARY

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```
--------------------------------------------------------B E S S---------------------------------------------------------
  OPTION ===>
                              ******************************
                              *   PHYSICIAN/SUPPLIER DATA   *
                              *     PRIMARY OPTION MENU      *
                              ******************************

                      ENABLES YOU TO ACCESS 4 PRIMARY SUBSYSTEMS

    1  User Extract                       - Retrieval of user-defined Part B data
    2  Physician Fee Schedule             - Access to MFSDB Payment Amounts
    3  Procedure Summary                  - Access to master file
    4  Descriptive Statistics             - Data book of statistics
    5  Organizational Accesses            - Special Approval Required
    T  Tutorial                           - Under Development
    X  Exit                               - End

  F1 : Help                 F3 : Exit
```

### Using the Physician/Supplier Data Primary Option Screen

**OPTION** ===>  Specifies the subsystem you want to access.

To access the Procedure Summary subsystem,

Type *3*
Press Enter

and the system displays the *Physician/Supplier Procedure Summary Master Screen*.

```
 ------------------------------------------------------B E S S--------------------------------------------------------
 OPTION ===> 1


                            ***********************************
                            *          PHYSICIAN/SUPPLIER          *
                            *  PROCEDURE SUMMARY MASTER   *
                            ***********************************

  OPTIONS:

  1 -  1996 PROCEDURE MASTER FILE
  2 -  1997 PROCEDURE MASTER FILE
  3 -  1998 PROCEDURE MASTER FILE
  4 -  1999 PROCEDURE MASTER FILE   (1ST QUARTER THRU MAR/1999)



  F1 : HELP                        F3 : EXIT
```

**Using the Procedure Master Files Subsystem Menu Screen**

**OPTION ===>**  Specifies the option you want to access.*

Type the number that identifies the year that corresponds to your request.

For example, if you want to view 1996 data
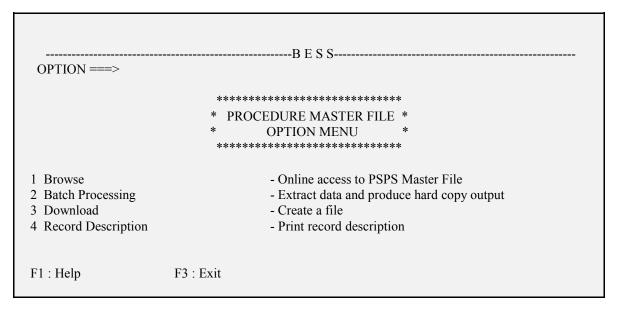
Type *1*
Press Enter

and the system displays the *Procedure Master File Option Menu Screen* with the cursor positioned at the **Option ===>** prompt.




*        Options 1, 2, and 3 specify ***complete*** years.
         Option 4 specifies the **current** quarter of the most current year.

For each year, the system enables you to select four options as described on the following pages.

## OPTION 1 - BROWSE

```
  --------------------------------------------------B E S S--------------------------------------------------
   OPTION ===>

                              ****************************
                              *  PROCEDURE MASTER FILE  *
                              *        OPTION MENU       *
                              ****************************

   1  Browse                          - Online access to PSPS Master File
   2  Batch Processing                - Extract data and produce hard copy output
   3  Download                        - Create a file
   4  Record Description              - Print record description



   F1 : Help                F3 : Exit
```

**Using the Procedure Master Files Option Menu Screen**

**OPTION ===>**  Specifies the option you want to access.

Type *1* if you want to view and browse procedure summary data.
Type *2* if you want a hard paper copy of the output.
Type *3* if you want to download a file.
Type *4* if you want to print a record description.

To browse data, type *1*
Press `Enter`

and the system displays the *Online Query Subsystem Screen* with the cursor positioned at the **PROCEDURE CODE** prompt.

```
    ------------------------------------------------B E S S------------------------------------------------------
OPTION ===>
Procedure Master File
Online Query Subsystem
*******************************

Enter the selection criteria. You must enter PROCEDURE CODE and CARRIER NUMBER,
the other fields are optional.

   1) PROCEDURE CODE:   33510
   2) SPECIALTY (HCFA):
   3) CARRIER NUMBER:   16510
   4) LOCALITY CODE:
   5) TYPE OF SERVICE:
   6) PLACE OF SERVICE:

 F1 : Help                  F3 : Exit
```

**Using the Online Query Subsystem Menu Screen**

You are prompted to enter the procedure code, HCFA specialty, carrier number, locality code, and type and place of HCFA service.  **Procedure code** and **carrier number** are **required**.

> **PROCEDURE CODE:**  Specifies the valid five-position procedure code.
>
> Type the code.  The example uses 33510.
> Press `Tab` TWICE.
>
> Note:   If you press `Enter`, the system displays the message **CARRIER CODE ERROR** in the upper right hand corner of the screen.  You must enter a Carrier Number.
>
> **CARRIER NUMBER:**  Specifies the valid five-digit carrier number.
>
> Type the number.  The example uses 16510.
>
> To select optional fields, press `Tab` (forward) or `Shift` `Tab` (backward) to move from field to field; enter the data.  After you complete your selections, press `Enter`.

## OPTION 2 - BATCH PROCESSING

```
   BATCH-------------------------------------------------B E S S----------------------------------------------------
OPTION ===>
                                  - PROCEDURE MASTER FILE -
                                  ----------------------------------------

HCPCS RANGE:   FROM: 66984              TO: 66998
HCPCS CODES (UP TO 6):33510 33516
REGION                    CARRIER  00690                  SPECIALTY
TYPE OF SERVICE      PLACE OF SERVICE 4          MTU IND

SORT OPTION - The system displays  the  output  in  PROCEDURE  CODE   sequence.
If you want the system to display output in a different sequence, place an X by one of the variables listed
below.

SPECIALTY                  CARRIER              REGION                  TYPE OF SVC
PLACE OF SVC            MTUS                  ALLOWED CHARGES   AVG ALW

Press Enter to Initiate the Query

F1 : Help                       F3 : Exit
```

### Using the Batch Query Option Screen

**HCPCS RANGE:  FROM:  TO:**  Specifies the range of codes for the query.

Enter the first valid five-digit code at the **FROM:** prompt.  The example uses **66984**. Press `Tab`

Enter the second valid five-digit code at the **TO:** prompt.  The example uses **66998**. Press `Tab`

**HCPCS CODES (UP TO 6)**  Specifies individual codes for the query.  If you are also requesting a range, this field identifies those codes that do not fall within that range.

Enter a code.  The system automatically moves the cursor to the second of six available positions that enable you to enter more than one code. If you select less than six codes, continue to press `Tab` until the system moves the cursor to the **REGION** prompt.

The example uses *33510* and *33516*.
**REGION:**
**CARRIER:**
**SPECIALTY:**
**TYPE OF SERVICE:**
**PLACE OF SERVICE:**
**MTU IND(ICATOR):**

Specify any additional conditions you want to include on the report to make it more flexible. The examples use **00690** for the Carrier and **4** for the Place of Service.

Press ⃞Tab to the **CARRIER:** prompt and type **00690**.
Press ⃞Tab to the **PLACE OF SERVICE:** prompt and type **4**.

**Note**:   After you have entered your data, the system uses your selection criteria to retrieve the matching data from the Procedure Summary File.  Using the examples on the screen, you are <u>telling</u> the system to produce a report that specifies a HCPCS range of **66984** through **66998**  <u>*and*</u>  individual codes **33510** and **33516** for Carrier **00690** <u>*and*</u>  Place of Service **4**.

Press ⃞Tab to the **SORT OPTION** prompt.

**SORT OPTION**  Specifies the sequence in which you want the system to produce your report.

Unless you choose one of these options, the system produces the report in procedure code sequence, which is the system default.

Press ⃞Tab to the option you want.

Enter ⃞X at only *one* of the eight sort options displayed on the screen.

When you complete your query,

Press ⃞Enter and the system displays the *Output Options Screen*.

## OPTION 3 - DOWNLOAD

If you select option 3 from the *Procedure Master File Option Menu Screen,* the system displays the *Procedure Master File Download Screen.*

```
 BESS----------------------------PROCEDURE MASTER FILE DOWNLOAD ---------------------- BESS
OPTION ===>
ENTER X BESIDE THE FIELDS YOU WANT TO DOWNLOAD.

                   X  ALL FIELDS

       TOTAL SERVICES                    SUBMITTED CHARGES
       DENIED SERVICES                   DENIED SUBMITTED CHARGES
       ALLOWED SERVICES                  ALLOWED CHARGES
       ASSIGNED SERVICES                 PAYMENT AMOUNT
       MTUS INDICATOR                    ASC PAYMENT GROUP

ENTER THE SELECTION CRITERIA.

       REGION CODE:                  OR            CARRIER NUMBER:  02050

       PROCEDURES (UP TO 6)      :   33510         33516
        AND/OR RANGE             : FROM            TO

            MODIFIER    :                 TYPE OF SERVICE:
            SPECIALTY   :                 PLACE OF SERVICE:
                                          PRICING SPECIALTY:

F1: HELP              F3: EXIT
```

**Using the Procedure Master File Download Screen**

This screen enables you to select the data to be included in your file.

To select data, type an **X** beside the field(s) you want to include.  This screen allows you to choose **ALL FIELDS** or selected fields.

The example uses *ALL FIELDS.*  Type an **X** beside *ALL FIELDS.*
To select data values, press ⌨Tab to the **REGION CODE** prompt.

You may select any of the data values, but please note that **REGION CODE** *or* **CARRIER NUMBER** and **PROCEDURES** are **required** fields.  The remaining fields are optional.

The example uses carrier *02050.*

Press `Tab` to the **CARRIER NUMBER** prompt and type *02050*.

The system automatically moves the cursor to the **PROCEDURES (UP TO 6)** prompt.  Enter up to six codes or press `Tab` to the **AND/OR RANGE  FROM:** prompt and enter a range of codes.

The example uses **33510** and **33516**.

At the first position of the **PROCEDURES (UP TO 6)** prompt, type *33510*.   The system automatically moves the cursor to the second of the six available positions, which enables you to enter more than one code.  Type *33516*.

If you want less than six codes, continue to press `Tab` to access other data value fields.

When you complete your entries, press `Enter` and the system displays the *Procedure Master File Download Confirmation Screen.*

```
--------------------- PROCEDURE MASTER FILE DOWNLOAD CONFIRMATION ---------------------

USER:                              DATE:                         TIME:


THE FOLLOWING DATA WILL BE EXTRACTED FROM THE 1996 PROCEDURE MASTER FILE.
IF THE SELECTIONS ARE CORRECT, PRESS ENTER.  IF YOU WANT TO RE-ENTER, PRESS F3.


CRITERIA:        PROCEDURES          :       33510              33516
                 RANGES              :       FROM               TO

                 REGION              :            CARRIER           : 02050
                 SPECIALTY           :            MODIFIER          :
                 TYPE OF SERVICE     :            PLACE OF SERVICE  :
                 LOCALITY            :

DATA ELEMENTS:               ALL FIELDS

F1: Help                F3: Exit
```
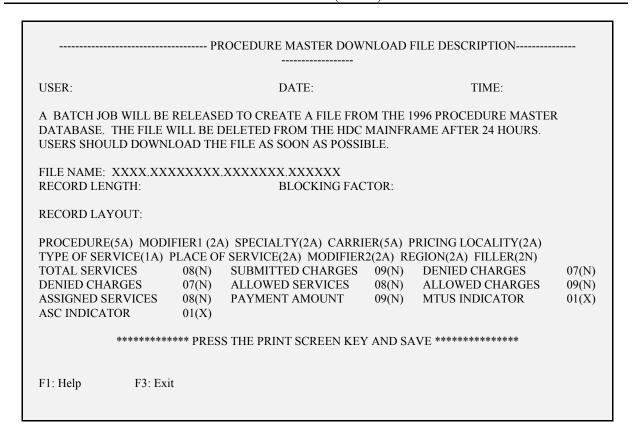
**Using the Procedure Master File Download Confirmation Screen**

This screen provides a summary of the data you selected.

If the summary is correct, press [Enter].

If you need to revise the summary, press [F3].

Press [Enter] and the system displays the *Download File Description Screen.*

```
----------------------------------- PROCEDURE MASTER DOWNLOAD FILE DESCRIPTION--------------
                                    ------------------

USER:                              DATE:                          TIME:

A  BATCH JOB WILL BE RELEASED TO CREATE A FILE FROM THE 1996 PROCEDURE MASTER
DATABASE.  THE FILE WILL BE DELETED FROM THE HDC MAINFRAME AFTER 24 HOURS.
USERS SHOULD DOWNLOAD THE FILE AS SOON AS POSSIBLE.


FILE NAME:  XXXX.XXXXXXXX.XXXXXXX.XXXXXX
RECORD LENGTH:                          BLOCKING FACTOR:

RECORD LAYOUT:

PROCEDURE(5A)  MODIFIER1 (2A)  SPECIALTY(2A)  CARRIER(5A)  PRICING LOCALITY(2A)
TYPE OF SERVICE(1A)  PLACE OF SERVICE(2A)  MODIFIER2(2A)  REGION(2A)  FILLER(2N)
TOTAL SERVICES          08(N)     SUBMITTED CHARGES     09(N)     DENIED CHARGES       07(N)
DENIED CHARGES          07(N)     ALLOWED SERVICES      08(N)     ALLOWED CHARGES      09(N)
ASSIGNED SERVICES       08(N)     PAYMENT AMOUNT        09(N)     MTUS INDICATOR       01(X)
ASC INDICATOR           01(X)

           ************* PRESS THE PRINT SCREEN KEY AND SAVE **************


F1: Help          F3: Exit
```

**Using the Procedure Master Download File Description Screen**

This screen provides descriptive information on the file you created for downloading. **Always** print this screen since it contains the file name, record layout, and file characteristics you need to complete the downloading process.

If you choose to cancel your downloading, press F3.

To continue processing your file, press Enter.  The system displays the following screen.

```
JOB XXXXPRC(JOBXXXXX) SUBMITTED
***
```

This message indicates that your request has been successfully submitted for downloading.

Press ⌈Enter⌉ at the **\*\*\*** prompt.